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NCI Online Workplace, NOW

NOW is a suite of web applications.
The best way to get to the NOW site is to first go to http://cii.nci.nih.gov then click on the NOW Production Version link, as indicated by the yellow arrow (⟹), on the CII (Cancer Informatics Infrastructure) page (Fig 1).

Note that NOW user documents are accessible from this page by clicking on the "NOW Documentation" link, as indicated by the green arrow (⟸).
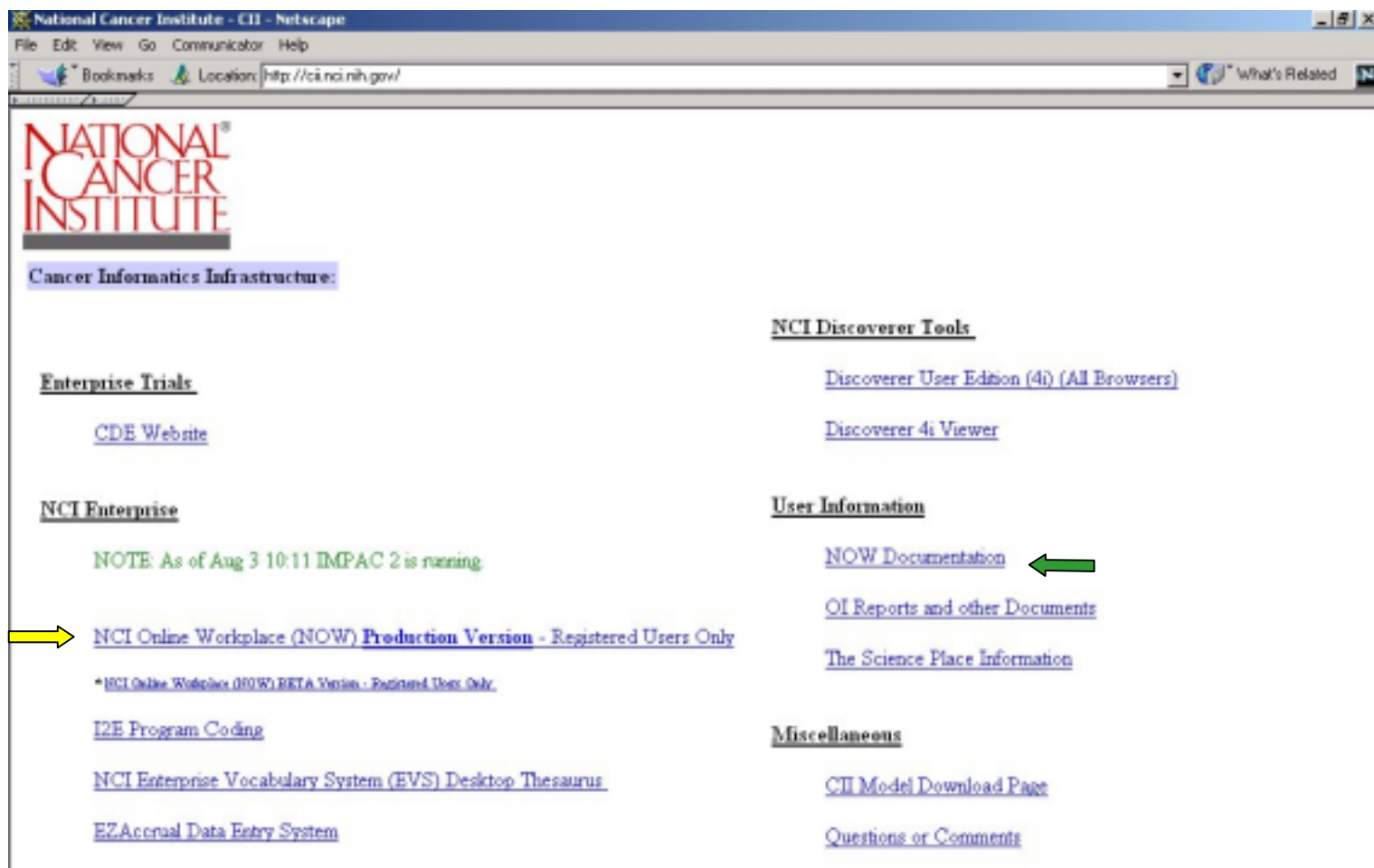

Fig. 1 – CII home page containing NOW link, the yellow arrow points to the Now **Production** Version.

Clicking on the NOW link will cause a pop logon box to be displayed (Fig. 2).

 Use your IMPACII or GRITS ID and password to log on.
 If you do not have an ID and password contact your NOW Maintenance Representative (a list of NOW Maintenance Representatives can be found at the end of this document).
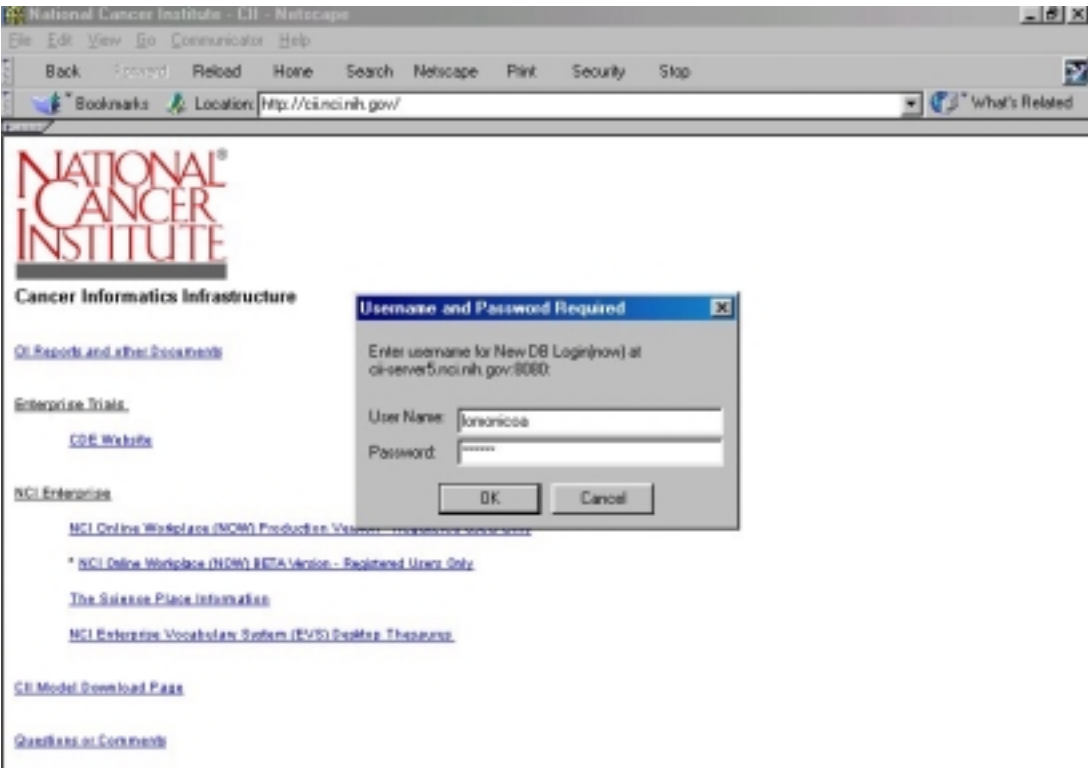
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Fig.2 – logon ID request for accessing the NOW

If the logon information is recognized as a valid user by the NOW, the NOW home page will be displayed (Fig.3).
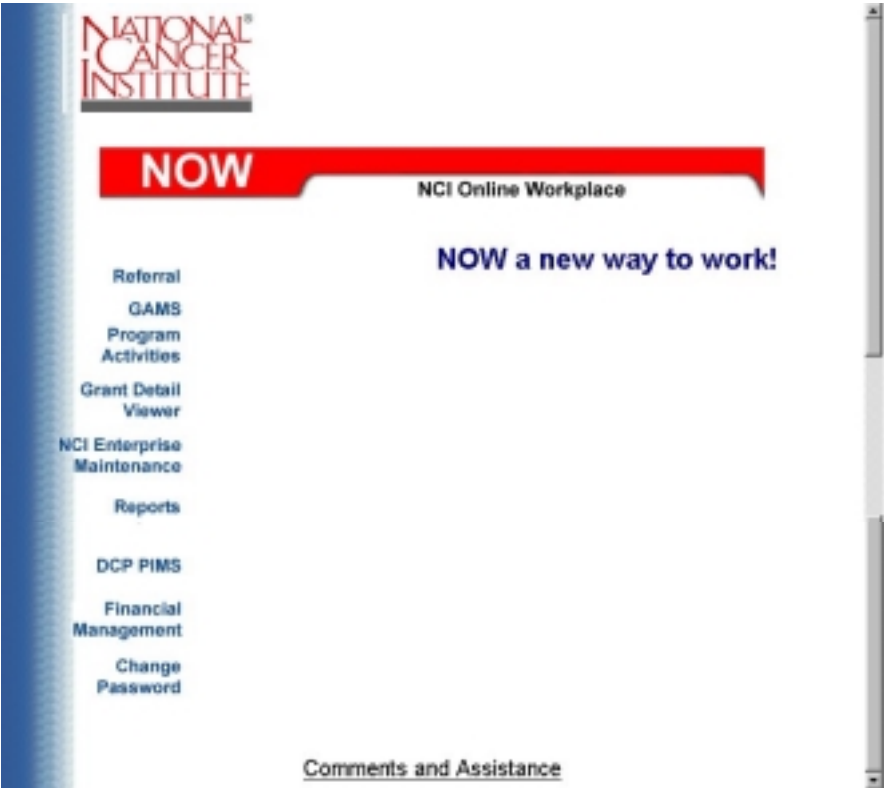

Fig. 3 – NOW home page

Modules that are specifically for Program Staff may be accessed in two ways:
1) Bringing your mouse pointer over "Program Activities" which will cause a submenu to be displayed on the right (Fig.3) and then clicking on an item in the sub menu such as "Referral Activity" will take you to the entry screen for the module.
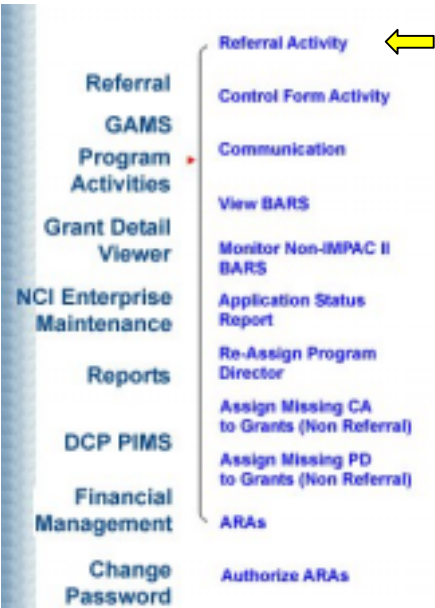

Fig. 4 – Program Activities submenu, yellow arrow indicates the location of Referral Activity

or 2) by double clicking on "Program Activities" to display the Program Activities Home Page (Fig, 5) and then clicking on the button for the module you wish to enter

Fig. 5 – Program Activities Home Page

NOW Hints

- ➢ **Problems or Questions:**
  - ▪ **Contacts:**
    Steve Hughes   435-5206
    hughesst@mail.nih.gov

    Anita LoMonico   402-9497
    lomonica@mail.nih.gov

  - ▪ Use the "Comments and Assistance" hyperlink at the bottom of the NOW homepage to send an e-mail comment which is distributed to a NOW help team and archived.

- ➢ **NOW Access**
  - ▪ An IMPACII (GRITS) ID and password are required to logon to the NOW.
    - • If you need an ID, contact your NOW Maintenance Representative
  - ▪ To get to the NOW home page, go to http://cii.nci.nih.gov and click on the NCI Online Workplace (NOW) Production Version link.
  - ▪ Your identified roles and associations in NOW determine what actions you can and cannot take in the modules. For example, a person with role= Program Director associated with the cancer activity AI will be able to accept applications referred to AI and their name will appear in the drop down list for AI in the referral module.
    - • Contact your NOW Maintenance Representative to modify your roles and associations as needed.

- ➢ **NOW Documents**
  - ▪ User documents, containing typical application module scenarios, are available in PDF format from the CII page (http://cii.nci.nih.gov) through the User Documentation section, NOW Documents link.

- ➢ **General Hints:**
  - ▪ % is the wild card character
  - ▪ Text box entries are NOT case sensitive
  - ▪ Search screens DO NOT require entries in all fields
  - ▪ All hyperlinks are active and will either pop up a new window or take you to another screen (generally a detail screen)
  - ▪ NOW home is the NOW home page
  - ▪ Program Home is the Program Activities home page
  - ▪ Referral Home is the Referral Office home page
  - ▪ Your NOW Maintenance Representative (see attached table) is your contact for gaining access and permissions in the NOW
  - ▪ Your Division Discoverer Reporting Representative (see attached table) is your first contact for developing reports from the NOW. You may also contact the ISCS contacts (Steve, Nelya and Anita) listed in the attached table.

Enterprise Role Maintenance Representatives as of 8/03/2001

Organization	Person	Phone
DCTD	Bryan Baker bakerb@mail.nih.gov	594-0411
DEA	Jim Seach seachj@mail.nih.gov Greg Fischetti fischetg@mail.nih.gov Debbie Buranich buranicd@mail.nih.gov	496-7047 594-1074 549-1074
DCP	David Levin levind@mail.nih.gov	496-7474
DCCPS	Bud Erickson berickso@mail.nih.gov Everett Carpenter carpente@mail.nih.gov	496-9600 435-8637
OCTR	Pat Winkler winklerp@mail.nih.gov	496-8531
DCB	Brian Slater slaterb@mail.nih.gov Barbara Spalholz spalholb@mail.nih.gov	496-5307 496-7028
GAB	Terry Dunne dunnet@mail.nih.gov	496-8621
EFDB	Carol Smith smithc@efdb.nci.nih.gov Vance Hudgins hudginsv@efdb.nci.nih.gov	435-5215 435-5209

Division Discoverer Reporting Representatives as of June 2001

Division	Contact
DCTD	Ann Carpenter carpenterA@ctep.nci.nih.gov Wendy Fredericks fredericksw@ctep.nci.nih.gov
DEA	Marilyn Gaston gastonm@dea.nci.nih.gov Elaine Burch burche@mail.nih.gov
DCP	
DCCPS	Everett Carpenter carpente@mail.nih.gov Julian Smith smithju@mail.nih.gov
OCTR	Pat Winkler winklerp@mail.nih.gov
DCB	Brian Slater slaterb@mail.nih.gov Jennifer Strasburger strasbuj@mail.nih.gov Anne Heath heatha@mail.nih.gov
GAB	Terry Dunne dunnet@mail.nih.gov Imran Omair omairi@mail.nih.gov
EFDB	Carol Smith smithc@efdb.nci.nih.gov Vance Hudgins hudginsv@efdb.nci.nih.gov Bill Dennis dennisb@efdb.nci.nih.gov
ISCS	Anita LoMonico lomonica@mail.nih.gov Steve Hughes hughesst@mail.nih.gov Nelya Gunina guninan@mail.nih.gov